



Illinois Department of Corrections

Administrative Directive

Number: 01.02.122	Title: Claims for Damage to Employees' Personal Property	Effective: 5/1/2022
-----------------------------	--	-------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	01.02.122 effective 6/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1A-07 and 10, 5-ACI-1B-03, 07, 10, 5-ACI-3A-09
Referenced Policies:	Referenced Forms: DOC 0369 – Claim for Damage to Employee's Personal Property DOC 0434 – Incident Report

I. POLICY

The Department shall reimburse employees for personal property damaged in the line of duty.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff regarding employees' claims for reimbursement for personal property damaged by the direct or indirect result of individual in custody violence.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Definitions

Chief Administrative Officer – for purposes of this directive, refers to the warden of a correctional facility or the supervisor of a Transitional Security facility.

E. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

F. General Provisions

1. A Department Claims Committee shall be established to review and approve or disapprove each claim for reimbursement. This Committee shall consist of the Chief of Operations, Chief Legal Counsel and the Chief of Staff, of which one shall be designated as chairperson.
2. A local Claims Committee shall be established in each facility, excluding Transitional Security facilities, to review all local claims for reimbursement. The local Committee, appointed by the

	Illinois Department of Corrections Administrative Directive	Page 2 of 3
Number: 01.02.122	Title: Claims for Damage to Employees' Personal Property	Effective: 5/1/2022

Chief Administrative Officer (CAO), shall consist of three individuals including the Business Administrator and a representative from the personnel office.

3. Claims received at a Transitional Security facility shall be reviewed locally by the CAO only.
4. All other office or program site claims shall be reviewed by the respective Deputy Director or Chief, as applicable.
5. Reimbursement shall be considered under the following conditions:
 - a. Damage to the employee's personal property was caused by the violent action of an individual in custody or other person under the supervision of the Department, or damage or destruction as a result of employee actions in the pursuit of an escaping individual or other person under the supervision of the Department.
 - b. The employee exercised reasonable care for his or her property.
6. Claims for reimbursement for damage to prescription eyeglasses, contact lenses, watches, dental devices and clothing worn by the employee shall generally be favorably considered.
7. Claims for reimbursement for damage to jewelry or nonprescription sunglasses shall not generally be favorably considered. Reimbursement for eye examinations or for the oiling and cleaning of watches shall not be approved.
8. The amount of reimbursement allowed shall be at the discretion of the Department Claims Committee but, shall generally be based upon the average cost for repair or replacement of the item.

G. Requirements

1. Upon destruction of or damage to property, the employee shall:
 - a. Give verbal notice to his or her supervisor within 24 hours of the incident.
 - b. Within seven calendar days of the incident, complete Section I of a Claim for Damage to Employee's Personal Property, DOC 0369, and submit to his or her supervisor. The damaged item(s) shall be submitted and the following shall be attached to the claim:
 - (1) Statements of witnesses.
 - (2) Copies of invoices, receipts or estimates establishing values. Two estimates signed by the optometrist or optician shall be required if reimbursement is for eyeglasses or contact lenses.
 - (3) A copy of the Incident Report, DOC 0434.
2. The employee's supervisor shall forward the DOC 0369 and attachments, including the damaged item(s), without undue delay to the local Claims Committee, CAO, Deputy Director or Chief, as applicable.

NOTE: In emergency situations, the CAO shall review employee property necessary for daily activities for appropriate follow up within 24 hours of receiving the DOC 0369. Once reviewed, comments and photographs shall be attached to the DOC 0369 and the reviewed item(s) shall be returned to the employee for repair without forwarding.

3. At least once a month, the local Claims Committee shall review and indicate approval or

	Illinois Department of Corrections Administrative Directive	Page 3 of 3
Number: 01.02.122	Title: Claims for Damage to Employees' Personal Property	Effective: 5/1/2022

disapproval by completing Section II of the DOC 0369 for each claim received. The DOC 0369, attachments and damaged items shall be forwarded to the CAO.

4. The CAO, respective Deputy Director or Chief, as applicable, shall review and indicate approval or disapproval in Section III of DOC 0369. All claims, whether approved or disapproved, shall be submitted to:

Chairperson
Department Claims Committee
1301 Concordia Court
P. O. Box 19277
Springfield, Illinois 62794-9277
5. The Department Claims Committee shall review each claim and indicate final approval or disapproval in Section IV of the DOC 0369. The Committee shall consider the foregoing guidelines and the conditions surrounding the loss and may revise the amount of monetary compensation according to pre-established standards. The claims shall be forwarded to the Department Claims Chairperson.
6. The Department Claims Chairperson shall notify the respective CAO, Deputy Director or Chief, as applicable, of the action taken by the Department Claims Committee on each claim.
7. The CAO, respective Deputy Director or Chief, as applicable, shall notify the employee of the disposition of the claim and shall properly dispose of damaged items.
 - a. Items that have been approved for repair or for which a claim was disapproved shall be returned to the employee.
 - b. Items that have been approved for replacement shall not be returned to the employee.
 - c. The method and date of disposal of the damaged items shall be noted on the DOC 0369 and shall be maintained on file.